

PART IV

DECOMMISSIONED VESSELS' RECORDS

RECORDS OF THE VESSELS PLACED OUT OF COMMISSION FOR SCRAPPING/DISPOSAL AS SHIPS (SALES, TRANSFER, ETC.) UPON DECOMMISSIONING, RECORDS WILL BE DISPOSED OF AS FOLLOWS:

1. TECHNICAL EQUIPMENT OR INSTRUCTION MANUALS. Material records needed to operate ship or equipment.

a. Unclassified Records

Transfer with ship or equipment. Destroy when no longer needed.

b. Classified Records

Destroy upon decommissioning.

2. PERSONNEL FILES. Files pertaining to officer and enlisted field service records and personnel actions.

a. Residual Files Pertaining to Members Retired, Transferred to the Fleet Reserve, Released from Active Duty, or Discharged Prior to or at Time of Decommissioning

Forward to the appropriate Type Commander (TYCOM) or designated representative. Destroy when 1 year old.

b. Residual Files Pertaining to Members Transferred on Permanent Change of Station (PCS) Orders Prior to or at Time of Decommissioning

Forward to the appropriate TYCOM or designated representative. Destroy when 1 year old.

c. Identification (ID) Card Logs and Related Records, Diary Message Report Files, Advancement-in-Rate Examination Transfer/Destruction Letter Report File

Forward to the appropriate TYCOM or designated representative. Destroy when 1 year old.

d. Day-to-Day Routine Personnel Administration Records Containing No Substantive Information

Destroy upon decommissioning.

3. MEDICAL AND DENTAL FILES. Files pertaining to officer and enlisted health record jackets and medical and dental care.

a. Sick Call Logs. (See also part III, chapter 6, SSIC 6320.2.)

Transfer to National Personnel Records Center (NPRC) Military Personnel Records (MPR), St. Louis, MO. Destroy when 25 years old.

b. Day-to-Day Routine Medical and Dental Administration Records Containing No Substantive Information

Destroy upon decommissioning.

4. SHIP'S DECK LOG. Official daily record of a ship, usually by watches, in which are recorded matter pertaining to the personnel, navigation, and operation of a ship as prescribed by OPNAVINST 3100.7B.

Forward to the Naval Historical Center (DL). DNH dispose of in accordance with SSIC 3100.5a

5. FLEET OR FLAG COMMAND FILES. Files of fleet or flag commands maintained on board a flagship by the flag secretary and physically separated from other files of the ship.

Permanent. The flag secretary will forward to the flag shore office or to the new flagship. Transfer to Washington National Records Center (WNRC) when 3 years old. Offer to the National Archives (NARA) when 20 years old.

6. FINANCIAL RECORDS. These records are accumulated by disbursing officers, disbursing agents, retail sales officers, food service officers, or other departments/officers assigned comptroller-type responsibilities. These records document the unit's fiscal, accounting, disbursing retail sales, and food service functions.

a. Disbursing Officer Files

Forward to the assigned (Atlantic or Pacific) Defense Finance and Accounting Service (Operating Locations)(OPLOC). OPLOC (Atlantic) will transfer to WNRC when 3 years old. OPLOC (Pacific) will transfer to the Federal Records Center (FRC), 24000 Avila Road, Laguna Niguel, CA 92607-6719, when 3 years old. Destroy when 6 years and 3 months old.

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b. Ship Operating Accounting Records

**Forward to the appropriate TYCOM. Destroy 1 year
after close of fiscal year.**